

How do I find out if a User is Already Enrolled in My Course?

Instructors may receive an error stating “No user matching the search criteria was found” when trying to enroll a user into a course. This happens frequently when the user is already enrolled in the course. An Instructor can check to see if the user is already enrolled by following the steps below.

1. While in your Blackboard Course, click  Control Panel.

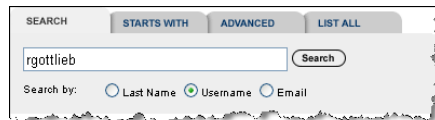
2. Click List/Modify Users.



3. Click the Username radio button.



4. Enter the person's username.



5. Click .

- If the user's name is not returned, the user is not enrolled in the course. You will need to ask your Blackboard Coordinator to request an account for this person.